
Purpose	Describe how to transfer a current WIC client to another state or local agency, or the WIC Overseas Program.
Length of Time VOC Valid	<p>A WIC client's certification remains valid until the end of the certification period set by the originating State WIC policies. The Transfer of Certification allows WIC clients to transfer to another local agency with in the state, to an agency overseas, or to another state without the need to be certified again, as long as they are in a current certification period.</p> <p>The exception to this is a pregnant woman who has been certified, for up to 60 days, as presumptive eligible. See the procedure on page 2, of this section, of the procedure manual.</p>
When To Issue A Transfer Of Certification	<p>Ask all clients at each certification if they plan to relocate during the certification period.</p> <p>Issue a Transfer of Certification containing the required information to any client who is likely to relocate during their certification period. Examples would be migrant farm workers, homeless, and military personnel who are being transferred overseas.</p> <p>All migrant farm workers are to be issued a Transfer of Certification.</p> <p>Any client who indicates they may be relocating within Nebraska should be given a completed Transfer of Certification.</p>
Who May Complete A VOC Insert	Any WIC staff person may complete a VOC insert for a WIC client.
Completing the Transfer of Certification	<p>The Transfer of Certification should be completed as follows: (The number in each block corresponds to the explanation with the same number.)</p>

**Nebraska WIC Program
Transfer of Certification**

Family ID #: 1	Responsible Party Name: 2
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Agency #: 3	Clinic Name/Number: 4
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<p>Not valid unless stamped by the Nebraska WIC Program in this space:</p> <p style="font-size: 24px; margin: 0;">5</p>
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1. Enter the family ID number.
2. Enter the Responsible Party's name
3. List the WIC agency number from which the client is transferring.
4. List the WIC clinic number from which the client is transferring.
5. After completing all of the transfer information, place the VOC Stamp in this box to reduce the possibility of abuse of the Transfer of Certification. This box must be stamped with a valid Nebraska VOC stamp before issuance.

Name of 1 st Client				ID #		Cert Began		Cert Ends	
6				7		8		9	
Nutritional Risk Criteria (Use USDA risk codes)				Date Presumptive Eligibility Expires			Date Income Determined		
10				11			12		
Date(s) Checks Issued:						Priority		Category	
13	13	13	13	13	13	14		15	

The inside of the Transfer of Certification allows staff to enter information for an entire family, (up to four members), on the same transfer form.

6. Enter client's full name.
7. Enter client's ID number.
8. List the beginning certification date for the client listed.
9. List the end of certification period for the client listed.
10. List the nutrition risk criteria for the client. Use USDA's risk codes, not Nebraska's codes.
11. Indicate the date when the 60 day period for presumptive eligibility expires for any client who is pregnant and was certified as presumptively eligible.

**Completing
The Transfer
Of
Certification
(cont.)**

12. Enter the date on which the client's income was last determined. Record the complete date (month/date/year).
13. Enter the date each time checks are issued to the client after the transfer card is issued. Followed by a "M" for monthly issuance or a "B" for bimonthly issuance.
14. Enter the client's priority.
15. Enter the client's status and category (ie: Pregnant, Breastfeeding, Postpartum, Child, Infant).

Continue entering information in the next set of boxes on the inside of the Transfer of Certification for each additional member of the family who may be transferring.

Local Agency Name/Address/Telephone:
16

Local Agency Official's Name: (Type or Print)
17

Local Agency Official's Signature:
18

16. Place the local agency's name, address, and telephone number in the box. An address stamp may be used if available at the agency.
17. Print the name of the Competent Professional Authority (CPA) at the clinic in this box.
18. Have the Competent Professional Authority (CPA) at the clinic sign this box.

**Documenting
Issuance of
Transfer of
Certification**

Record on the back of the client's Signature Form that the Transfer of Certification was completed.

The Nebraska WIC VOC Issuance Log must also be completed with the necessary information. Refer to Volume I, Section 0, pages 8a-b for more information on completing the Issuance Log. The VOC Issuance Log serves as a record that the client was given transfer information.

**Mailing
Transfer
Information
To Clients**

It is not recommended that Transfer of Certification cards be routinely be mailed to clients. If the situation arises where transfer information must be sent to a client, it should be sent certified mail.

**Providing
Transfer
Information
To Other
WIC Agencies
Through The
Mail**

When another agency, from within Nebraska or from another state, contacts staff and asks them to provide certification information, the information should be provided.

The client Rights and Responsibilities contains a release of information statement that allows sharing information with all WIC agencies. However the release is only valid, once the Signature Form is signed by the client or if a child/infant, signed by the responsible party/guardian.

Documentation in the client's file should include:

- what information was sent.
 - the date it was sent.
 - who it was sent to.
 - which WIC staff sent the information.
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**Providing
Transfer
Information
To Other
WIC Agencies
By Phone**

When transfer information is requested by another WIC agency over the phone, staff should make an effort to determine that the caller is really a WIC staff person from a WIC agency.

Some questions staff may ask to determine this are:

- What is the client's category?
- What is the client's maiden name? (if applicable)
- Who is the responsible party?

Any questions using WIC terminology may be asked appropriate to the client, which only another WIC staff would know.

The contact should be documented in the client's file. Documentation concerning the information provided should include:

- What was provided.
- To whom it was provided (person and agency/state).
- Date provided.
- Name of the Nebraska WIC staff who gave the information.

**Instructions
For Clients
Affiliated with
the Military
Who Will Be
Transferred
Overseas**

WIC clients issued a Transfer of Certification Insert when they transfer overseas must be instructed that:

- there is no guarantee that the WIC Overseas Program will be operational at the overseas site where they will be transferred;
 - by law only certain individuals are eligible for the WIC Overseas Program; and
 - issuance of a WIC Transfer of Certification Insert does not guarantee continued eligibility and participation in the WIC Overseas Program.
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